



Emergency Need-Based Financial Aid Fund Application Instructions

Purpose of the Fund

This Emergency Need-Based Financial Aid Fund has been created to help students and families who have been impacted financially by the recent COVID-19 pandemic and resulting economic situation. Funds awarded will be used to offset the cost of tuition for the 2020-2021 school year. Participation in this one-time emergency fund does not guarantee eligibility for financial aid in the future.

Deadline and Notification Dates

- May 8, 2020 Deadline to submit Parent Financial Statement (PFS) to SSS with required documentation and fill out Financial Aid questionnaire (linked below)
- May 22, 2020 Emergency Fund Award notifications are sent out.

Application Process

1. Complete the TNCS Emergency Need Based Financial Aid Questionnaire at this link:
<https://forms.gle/QzBiUxguUJzbg23s5>.
2. Visit the School and Student Services portal at <https://sss.secure.force.com/familyportal>. If you have not already done so you will need to create a Family Portal account using your email address and password. **The code for The New Community School is 5304.**
3. Prepare digital copies of the following documents to be uploaded to the SSS portal:
 - a. IRS Form 1040 for 2019 tax year
 - b. W-2 or IRS Form 1099 for 2019 tax year
 - c. Last Paycheck Stub for those that lost their job due to Covid-19 (submit as “other document”)
 - d. Schedule C or C-EZ for 2019 (if applicable)
 - e. Corporate Taxes for 2019 (k1, 1065, 1120s) (if applicable)
 - f. Current Balance Sheet/P & L for those whose business has closed due to Covid-19 (if applicable)

4. Complete and submit the Parent Financial Statement (PFS) in SSS using your estimated income (as best you can) for **2020** in the **2019** column and repeat that number in the **2020** column. Because this system is not intended for mid-year applications, we are asking you to put the **2020** info in both columns. See the screenshot below:

▼ **Salary & Wages**

Total salaries and wages can be found on the W2 form given to you by your employer. In Box 1, of your W2 form, you will find your Total Salaries or Wages. If you have more than one W2, add the amounts from Box 1 on each W2 and enter the total in PFS Question 7A. Do not report the profit or loss from a business and/or farm as salary or wages. There is a separate section where you will be asked about your business and/or farm income.

	2019 ⓘ	2020 (Estimated) ⓘ
7a. Enter total salaries and wages earned by Parent/Guardian A (Only report W2 income here); ⓘ	<input type="text"/>	<input type="text"/>
7b. Enter total salaries and wages earned by Parent/Guardian B (Only report W2 income here); ⓘ	<input type="text"/>	<input type="text"/>

Note: The screenshot includes arrows pointing from the 2019 column to the 2020 (Estimated) column with the text "Use 2020 Data" and "Use 2020 Data again".

Note: If you have already applied for Financial Aid for the 2020-2021 school year, you will only need to update your 2020 income estimates in SSS and ensure your documents are complete.